



HOW TO BECOME A PROVIDER

OVERVIEW OF NEW PROVIDER APPLICATION PROCESS

TN

Department of
**Intellectual &
Developmental Disabilities**

How to Become a Provider

Overview of New Provider Application Process

WELCOME!

Our Department is committed to quality services and supports for persons with intellectual and developmental disabilities. Qualified and credentialed providers are essential partners in accomplishing our goal of delivering quality services. Below you will find the listing of information specifically related to being a provider in our system and instructions for completing the application.

Thank you for your interest in supporting all Tennesseans with intellectual and developmental disabilities to live fulfilling and rewarding lives.

Effective February 1, 2014,

- DIDD implemented the New Provider Application Policy (policy 80.1.1).
- You can review this policy and many others anytime [here](#).
- All DIDD Provider Applications can be found on our [simplified and improved website](#).

For any questions or other inquiries, please contact: DIDDProvider.Application@tn.gov or call (615) 532-6530.

Applicant Forum

- DIDD provides Applicant Forums for interested applicants. The Applicant Forums are interactive, informational sessions held prior to the beginning of the Open Enrollment period. The Forums allow an opportunity for applicants to discuss the application process and provider qualifications. We recommend that you attend an Applicant Forum prior to submitting the New Provider Application. A list of dates and places for the Forums are listed on our web site. Attending the Forum is not mandatory, however it may be helpful to applicants seeking information about DIDD and for clarification about the process for submitting a DIDD New Provider Application.
- The Applicant Forum Presentation is [available online](#).

Document Updates/Revisions

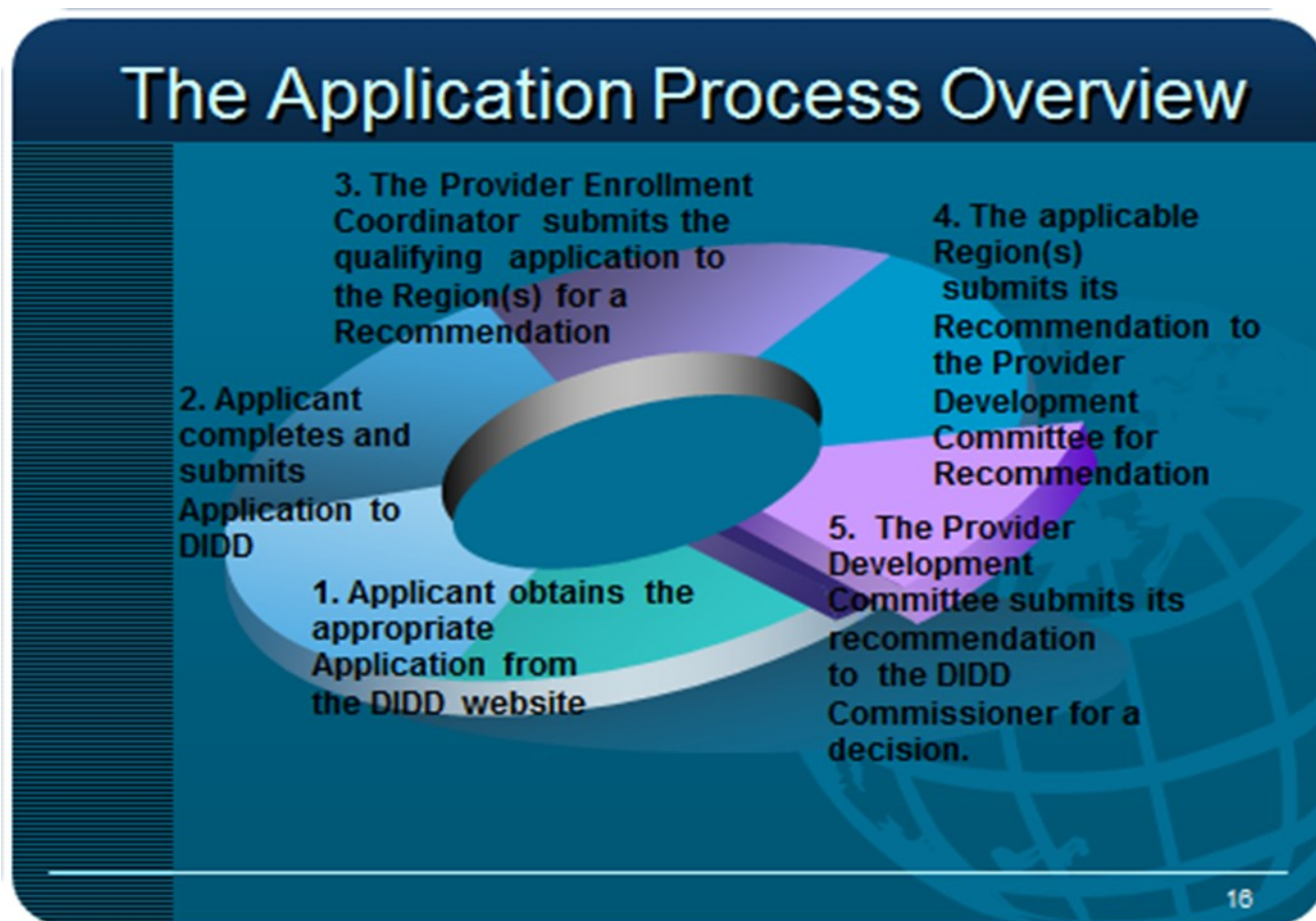
- Document updated to new branding standards, links to resources/policies updated and corrected. ~ January, 2017
- Document updated with new Open Enrollment Periods for 2018 ~ December, 2017

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THE APPLICATION PROCESS

The following information explains the New Provider Application Process, DIDD available services, Open and Targeted Enrollment, and links to the DIDD New Provider Applications.



For more detailed information on the application process, please read the Department of Intellectual and Developmental Disabilities policy titled [New Provider Application Policy \(80.1.1\)](#).

OPEN ENROLLMENT FOR LONG TERM SERVICES

The Long Term Application (LTA) shall apply to the following services:

Community-Based Day	
Supported Employment *	In-Home Day
Respite	Behavior Respite
Medical Residential	Personal Assistance
Residential Habilitation	Supported Living
Semi Independent Living	Family Model Residential Support
Individual Transportation for Respite and Personal Assistance	Support Coordination

OPEN ENROLLMENT FOR LONG TERM SERVICES

Open Enrollment shall mean a designated period of time, determined by DIDD during which entities may apply to become providers

OPEN ENROLLMENT FOR LONG TERM SERVICES (TIMELINE)

Open Enrollment Periods for 2018

- March 1st - March 31st
- September 1st - September 30th

* The Supported Employment Service, is located on the Long Term Service Application. Applicants may apply for the Supported Employment Service at anytime of the year. However to aide in a seamless application process, if applying for the other services on the Long Term Service Application along with Supported Employment, you are only able to apply during an Open Enrollment period.

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NEW PROVIDER APPLICATIONS FOR LONG TERM SERVICES (PART 1 & PART 2)

- New Provider Initial Screening Questionnaire for Long Term Services and for Support Coordination Services (Part 1)
 - SubstituteW-9- must be submitted with application
 - Disclosure Form for Provider Entity- must be submitted with application
 - Must submit a National Background Check to DIDD. See [Instructions for Submitting a National Background Check to DIDD](#).
- New Provider Application for Long Term Services (Part 2)
 - Available Service Rates
 - TN Residential Provider Self-Assessment -
 - TN Non-Residential Provider Self-Assessment -
 - Minimum Required Policies & Review Guidelines
- New Provider Application for Support Coordination (Part 2)
 - Available Service Rates

Completed applications must be typed, signed, scanned and send in PDF form to DIDDProvider.Application@tn.gov.

If you have questions or need additional information after you have read through the policy, you may contact Office of Provider Development at: DIDDProvider.Application@tn.gov or by calling (615) 532-6530.

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CLINICAL & ANCILLARY SERVICES DENTAL SERVICES AND/OR ANESTHESIA

The Clinical and Ancillary Application shall apply to the following services:

Behavior Analyst	Nursing
Behavior Specialist	Nutrition
Environmental Accessibility Modifications	Occupational Therapy Assistive Technology*
Individual Transportation (with O&M only)	Occupational Therapy (OT)
Orientation and Mobility (O&M)	Speech Hearing and Language Services (SLH)
Personal Emergency Response System	Physical Therapy (PT)
Physical Therapy Assistive Technology*	Speech Hearing and Language Services Assistive Technology*
Specialized Medical Equipment/Supplies and Assistive Technology*	

*Requires special approval for individuals/agencies with advance skills/experience with assessment and intervention of Assistive Technology Devices.

TARGETED ENROLLMENT FOR CLINICAL & ANCILLARY SERVICES, DENTAL SERVICES AND/OR ANESTHESIA

Targeted Enrollment is a designated period of time, determined by DIDD, during which DIDD seeks to enroll providers of specific services.

Application Timeline for Targeted Enrollment

Applications **can be submitted anytime** throughout the year.

Targeted Enrollment is open for:

- Clinical & Ancillary Services
- Dental Services and/or Anesthesia
- Supported Employment Service

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NEW PROVIDER APPLICATIONS

FOR CLINICAL & ANCILLARY SERVICES, DENTAL SERVICES AND/OR ANESTHESIA

- Provider Application for Clinical and Ancillary Services
 - Substitute W-9- must be submitted with application
 - Disclosure Form for Provider Person or Entities - must be submitted with application
 - Information for Behavior Analyst and Behavior Specialist Services
 - Information for Environmental Accessibility Modifications Services
 - Information for Nutrition and Orientation and Mobility Services
 - Information for Nursing Services
 - Information for Occupational Therapy, Physical Therapy and Speech Language and Hearing Services
 - Information for Specialized Medical Equipment and Supplies and Assistive Technology Services
 - Must submit a National Background Check to DIDD. See [Instructions for Submitting a National Background Check to DIDD](#).
- Credentialing Application for Dental Services and/or Anesthesia
 - Substitute W-9- must be submitted with application
 - Disclosure Form for Provider Person or Entities- must be submitted with application
 - Information for Dental Services and/or Anesthesia Service
 - Must submit a National Background Check to DIDD. See [Instructions for Submitting a National Background Check to DIDD](#).

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